

~~SECRET~~

MEMORANDUM FOR: Director of Security

THROUGH : Deputy Director (Support)

SUBJECT : Establishment of the Special Clearance  
Security Control Center

1. The Director of Security is given the additional duty of organizing and operating the Special Clearance Security Control Center. This Center will consolidate and be responsible for the following security functions presently handled separately by DPD, the CIA COMINT Officer, TSO/CIA, and NPIC:

(a) Maintain central records of all Special Security Clearances and keep appropriate files pertaining to the requesting and granting of all clearances, including secrecy agreements signed by the persons cleared.

(b) Upon request, advise officials and organizations, both domestically and abroad, of Special Clearances granted to individuals.

(c) Receive and process requests for Special Clearances.

(d) Conduct briefings and debriefings of those persons granted Special Clearances and obtain signatures on secrecy agreements. However, if the geographic location is a factor the Center may delegate this function.

(e) Establish and maintain uniform procedures and control mechanisms for the protection of the sensitive information and material under the control of the Center.

(f) Conduct security inspections and surveys to insure compliance with policies and procedures. This will involve inspections of certain Centers of this and other Agencies both in the United States and abroad.

(g) The CIA COMINT Officer and the Director of Security will establish procedures to implement subparagraphs (e) and (f), above, in accordance with the intent of the provisions of CIA Regulation 120.

2. The determination of the "need to know" of a person considered for a Special Clearance will continue to be a command decision of the component concerned and not that of the Special Clearance Security Control Center.

3. Cooperation with the Office of Security is required of these components which are now handling separately the functions to be performed by the Center. It will be necessary to transfer some slots as well as certain individuals and office equipment to the Office of Security. Necessary office space and funds will be provided the Office of Security for this Center.

MARSHALL S. CARTER  
Deputy Director of Central Intelligence

CONCURRENCES:

\_\_\_\_\_  
Director of Security

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, National Photographic  
Interpretation Center

\_\_\_\_\_  
Date

\_\_\_\_\_  
Acting Chief, Development Project  
Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Director for Current  
Intelligence

\_\_\_\_\_  
Date

\_\_\_\_\_  
CIA COMINT Officer

\_\_\_\_\_  
Date

CONCURRENCES: (Cont.)

\_\_\_\_\_  
Chief, Division D, FI Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Director (Intelligence)

\_\_\_\_\_  
Date

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Deputy Director (Research)

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Date

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